

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of February was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on Tuesday, February 26, 2013.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Ms. Sherryann I. Fonseca, Comptroller; Mr. George F. Eisenhauer, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mrs. Stacey J. Keppen, Social Services Director; Ms. Marissa Tan, VISTA Volunteer; Mr. Luis A. Linarez, Building Maintenance Foreman; Mr. Darnell Haywood, Part-Time Street Cleaner; Ms. Janice M. Eickhoff, Clerk Typist 3 and Attorney Edwin Stock, Solicitor for the Authority were present.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present: Mr. Steven E. Belinski
Mrs. Rebecca Acosta
Mr. Eligio C. Colon, Jr.

Absent: Mrs. Lillie L. Mathies
Mr. Nelson A. DeLeon

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Mrs. Acosta and second by Mr. Colon approving the minutes of the regular monthly meeting held January 22, 2013. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Mr. Colon approving the bills as submitted by Ms. Fonseca for the period of January 1, 2013 to January 31, 2013. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of January 2013.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$4,565,193.72	\$3,540,997.26	\$310,117.80	\$ 8,416,308.78
P-4628 General	183,026.39	99,000.00	0.00	282,026.39
P-15 General	258,977.48	1,284,254.28	77,322.30	1,620,554.06
Payroll	0.00	179,453.58	(179,453.58)	0.00
River Oak Apts.	36,386.63	0.00	42,817.74	79,204.37
Total	\$5,043,584.22	\$5,103,705.12	\$250,804.26	\$10,398,093.60

A motion was made by Mr. Colon and second by Mrs. Acosta that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

221- 2012 CAPITAL FUND – The work on the buildings at Glenside has started and should be completed by the end of March. It will be nice to have all of the buildings completed in conjunction with the Honeywell work. The reason is insulation is being installed on the second floor for the outside work as part of the outside restoration and the Honeywell work we are installing thermostats to help regulate the heat as an energy savings measure. By combining the two we should increase the energy savings with both being done at the same time for the coming heating season.

222-2013 CAPITAL FUND – This is in the Agency Plan and is on the agenda for approval. This has the installation of fire sprinklers at all of our high rises and will further increase the safety of our residents.

PARK PLACE ON PENN STREET PROJECT- We are still waiting for the economic climate and consumer interest to increase so we can sell these units. Unfortunately, the economic climate has not changed enough whereby people are beginning to purchase homes again, at least at the same pace as before this all started. In addition, the condo market is also still an issue and one we will have to deal with.

So while this is a bother, we are not paying out much in the way of monies for this project as everything has been paid to date. We do have hopes when the hotel construction begins to see more interest in the condos, so we hope to get this moving along in the near future.

I should also mention we are revising the condo documents to reflect the status of the project as the existing documents still mention the original contractor. These should be done soon.

RIVER OAK APARTMENTS – The occupancy rate at River Oak is good though, of the 3 units vacant, we only have one unit that is not assigned. In addition, there are about 26 people on the waiting list for a unit so we should be able to rent the unassigned unit and the transfers when they have been readied for occupancy.

We hope to complete some kitchens this year as we have about 12 or so remaining to be completed and would like to get them all done before the end of next year or sooner.

While we would like to replace the windows, we are finding the replacement of the carpets is becoming a big issue and one we will be looking at very closely in the coming year as funding becomes available. I have addressed this in the Youth Build section.

CITY OF READING POLICE PATROLS – The Police are working very hard to ensure our developments are well taken care of and hope you agree. Overall things are going well.

I met with Chief Heim to discuss how things were or are going with our Police Officers and our Community Policing program. Chief Heim indicated he was happy as well as the City with the success of the Community Policing program at RHA as the RHA developments are some of the safest areas in the City. Furthermore, he indicated our program has been very successful.

I asked if he would attend the March Board meeting to go over the Policing program and said he would. I think it will be beneficial for the Board to hear from him on his thoughts on our developments. I look forward to that meeting.

NSP/ARTIST HOUSING – There has been no change in the status of this program as yet, though, there has been discussion that some of the housing for the NSP program can be used for artist housing in some way. This will be an ongoing program.

When selecting “artists” for the rental housing in the NSP program near the Goggleworks, RHA received criteria for selecting potential artists, which was used in Peekskill, NY. Please note the tenants for this program who are moving into these units will be at 50% of median income. From what we have heard, most if not all artists, fall into this income category. So it should not be difficult to fill these units.

SYLVANIA HOMES ANNUALIZED OCCUPANCY RATE %

2007			2008			2009			2010			2011			2012						
Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec
95.1	94.0	93.8	94.9	96.2	97.8	97.8	96.9	97	96.6	96.6	96.9	97.3	97.2	97.0	97.1	97.5	97.7	97.7	96.6	96.2	95.6

Sylvania is 97% leased up and is doing well in this area.

SECTION 8 ANNUALIZED UTILIZATION (%) RATE

2007				2008				2009				2010				2011				2012			
Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	
99.2	97.9	96	95.7	94.2	94.4	96.2	98.1	98.2	99.5	97.9	95.8	94.5	93.2	92.1	90.3	90.0	88.3	88.2	89.2	90.6	91.2	90.8	

The leasing rate for the last quarter is 90.8, however RHA has spent 95% of the funding for the Section 8 program and is an additional evaluation HUD has of the Section 8 program. Current HUD funding practice does not and will not allow 100% utilization of the vouchers and funding.

PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)

2007				2008				2009				2010				2011				2012			
Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec		
98.2	98.3	98.4	98.4	98.4	98.4	98.5	98.6	98.7	98.8	98.8	98.8	98.9	98.8	98.7	98.5	98.6	98.8	98.8	98.7	98.4	98.7		

The annualized vacancy rate for the last quarter shows a good leasing rate and translates into vacancy rate of 1.3% for RHA. This continues to be a decent occupancy rate. We continue to monitor our progress in this area and work towards improving the leasing rate, while everyone strives to attain 100% leasing rate, it is difficult to attain.

ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING

2007			2008				2009				2010				2011				2012			
Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec
1.8	2.5	2.5	1.8	1.7	1.9	2.3	2.10	2.3	2.5	3	3	2.90	2.80	3	2.6	3.2	3.5	3.1	2.6	3.4	2.7	3.4

Staff is working hard to reduce these amounts in hopes to get them to a more reasonable level.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. Currently, 201 North 3rd Street, 331 Elm Street and another unit at 460 Centre Avenue are in the mix for units owned by RHA for the NSP program. We have filled all of the three units at 460 Centre Avenue with tenants at or below 50% of median income. They have started rehabilitating 201 N. 3rd.

RENTAL ASSISTANCE DEMONSTRATION (RAD) – HUD is touting a new program in which they “de- federalize” the public housing units by making or turning them into Section 8. This should not be confused with the normal Section 8 program, but rather it is a hybrid of the Section 8 and Section 8 New Construction. But it does not come without issues. The major one is Congress authorized this program but did not fund it and HUD has/or is attempting to fund this by taking

your operating subsidy, Capital Fund monies and providing a baseline of funding using these monies in some way shape or form to pay for this demonstration.

There are some attractive issues for participating in this program; the major one supposedly is not being under the public housing regulations. Though, the most unattractive issue is the lack of or uncertainty of funding and other related issues. We have not and do not plan to apply for this program at this time and will monitor how this program works for some agencies.

We did receive an email from the HUD office and only about 11,000 out of the 60,000 units eligible for this program applied, far less than what they had hoped. The email was sent saying there is still time to apply.

Vacant Unit Report for the Current Month

	Units Scheduled <u>To Be Leased</u>	Unit Accepted By <u>Eligible Applicant</u>	Unit Scheduled <u>Transfer</u>	Unassigned <u>Units</u>	Total Vacant <u>Units</u>
Glenside	3	1	0	0	4
Hensler	0	0	0	0	0
Oakbrook	3	0	3	0	6
Franklin	0	0	0	0	0
Kennedy	0	0	1	0	1
Rhodes	1	0	0	0	0
Eisenhower	1	0	1	0	1
Hubert	1	0	0	0	0
Total Conventional					
Public Housing	6	1	5	0	12
Scattered Sites	0	0	0	2	2
Sylvania Homes	1	0	0	1	2
River Oak	1	2	0	1	4
NSP Units	0	0	0	0	0
Total	8	3	5	4	20

Our current occupancy rate is high at 99.13% of Public Housing and is a very good occupancy overall. The leasing rate for all of our units we own (a total of 1810) comes to 98.90%. Of the 20 vacant units, 8 are scheduled to be leased, 3 have been accepted by applicants, 5 are transfers and 4 remaining units are unassigned.

Please note the transfer units are units, which in most cases the occupants are either over-housed or under-housed and need to be moved to a more appropriate size unit. In some cases, there may be other factors whereby a unit transfer is appropriate and done on a case-by-case basis. But also means, we are creating another vacant unit and will now have to rehabilitate the unit and fill it. As I mentioned before, these unit transfers are required to ensure people are in the correct size units and are not over or under housed.

DEVELOPMENT WAITING LIST STATUS

<u>Bedroom Size</u>	<u>P/H</u>	<u>Contacting</u>	<u>Waiting Period</u>	<u>Sylvania</u>	<u>River Oak</u>
Studio	290	10/12	05 months	N/A	N/A
One Bedroom-Family/Elderly	347	05/12	10 months	8	N/A
Two Bedroom Family	411	05/11	12-24 months	10	6
Three Bedroom Family	244	10/12	05-12 months	8	9
Four Bedroom Family	34	05/11	12-24 months	3	N/A
Five Bedroom Family	30	07/12	8 months	N/A	N/A
<u>Total</u>	1356			29	15

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program and hope funding cuts do not affect our efforts. We want to make sure each and every unit was and is painted at least once every ten years.

To date, this program is going well.

ENERGY SAVINGS PROGRAM WITH HONEYWELL – This project is nearing completion and are generally pleased with the progress they are making on this project. There have been some issues which we are working with Honeywell on resolving.

At this time we are still working on resolving the issues with the cameras which while they are up and running, Honeywell has not completed them to our satisfaction. Therefore, we are monitoring the remaining installation to make sure we have everything we were promised.

RHA CENTRAL OFFICE FUNDS – I have had discussions with various people regarding these funds as it will be important in the coming years to invest these funds in programs and projects which will benefit not only the Agency, but the City as well. I should note these funds are “de-federalized” and hence HUD is supposedly not able to regulate how and what a Housing Authority can do or use this money for. I also plan to research this to see if other agencies will be looking at measures to use these funds.

Technically, these funds are as I noted “de-federalized”, but as we have found out HUD seems to ignore this and it would be best if we use these funds for a project in the City that will possibly make money and benefit the City at the same time. In any case, it is my belief that if we do not do something of this nature, HUD will find a way to encourage a Housing Authority to use these funds for operations just as they have with our reserves.

It is the Board’s decision, but I highly recommend RHA do something whereby these funds are involved in or a part of a project that will benefit the City in its renaissance. I do not wish to lose these funds like we did with the reserves, which we had accumulated over a period of time, as we now have a reserve of central office funds.

To date, there has been no change in this.

YOUTHBUILD – This program is moving along slowly as they are in the midst of training the participants before they actually begin working on the construction projects. There has been a bit of a change in the work the Youth Build participants will do in that we will be having them install ceramic tile in the bathrooms at Oakbrook as the current flooring (which is sheet vinyl) is shrinking and this will provide longer lasting flooring

NAHRO AWARDS FOR 2013 – RHA has submitted new award submissions to NAHRO for 2013 as we feel we have done projects which are unique and beneficial to our residents and worth submitting. One project we submitted our Cogeneration plant and new camera system so far.

We hope we are successful in our submissions for this year.

ISLANDS IN FRONT OF OAKBROOK – The islands outside of our offices and Oakbrook Homes are now cut and maintained by the City of Reading and there are times these have issues. Given this, we have had discussion with Mr. Charles Jones, Director of Public Works, regarding possibly taking over (with the agreement of the City and of course the Board) the maintenance of these properties and perhaps in the long run, the City could provide us with ownership of these properties as they are somewhat of a gateway to Oakbrook. By taking over maintenance and/or ownership, we will ensure they are managed and maintained as well as our developments and will give us some control. Currently Masano and Berks Catholic maintain the ones in close relation to their properties.

We recently had a meeting with Mr. Jones on a different issue and asked if he had made any progress in this matter and he indicated he had not. He did however say, he hoped to have this done by the spring so we can start when things start growing. I hope to have some type of agreement on the agenda for Board approval in the near future.

COGENERATION PLANT – UGI recently did a film shoot at RHA’s and the Reading Hospital’s con-generation plants to introduce the positive nature of this type of project. It is our understanding they want to publicize the fact that gas is cheaper than electric and this is one way to capitalize on the current market in regards to gas.

UGI asked us if we wanted to participate in this and while we thought it was just a matter of someone with a video camera we found out it was much more of a professional program and hope to get a copy when it is completed.

I will keep you advised of any developments in this area.

RHODES AND EISENHOWER – A while ago we had issues with the side walls at Rhodes and Eisenhower and repaired them. It has now come to our attention that the front and back walls are having the same issues which need to be addressed as soon as possible. It seems the brick veneer walls were either not installed correctly or over time they have been slowly separating from the concrete structure.

Therefore, we will be developing specifications to be advertised so this work can be done over the summer.

OUTSTANDING RESIDENT AWARD – At the suggestion of Josh Smith and Nydia Staples to create an “Outstanding Resident Award” to recognize a resident who does service to his or hers community will be recognized and I have put this on the agenda to determine if the Board is in agreement to establish this program. I believe there are a number of people in our communities who help out their fellow residents and or Community and are deserving of an award of this nature. I have put this on the agenda for discussion.

This award can also go to a Resident Council or similar resident organization as it is intended for those individuals or organizations who meet the selection criteria.

MEETINGS

- Our City Reading meeting.

A motion was made by Mrs. Acosta and second by Mr. Colon to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5662

RESOLUTION AUTHORIZING THE HIRING OF A PART-TIME STREET CLEANER.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Darnell Haywood be hired as a part-time street cleaner at the rate of \$7.25 per hour.

2. THIS Resolution shall be effective February 11, 2013.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5663

RESOLUTION AUTHORIZING THE PROMOTION
WITHOUT EXAMINATION BY RECLASSIFICATION
OF A CLERK TYPIST 2 TO A CLERK TYPIST 3.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Janice M. Eickhoff be promoted without examination from a Clerk Typist 2 to a Clerk Typist 3 at an hourly rate of \$19.34, plus a longevity allowance in accordance to the Personnel Policy of the Reading Housing Authority, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.

2. THIS Resolution shall be effective February 5, 2013.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5664

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH
BFI WASTE SERVICES OF PENNSYLVANIA, LLC, D/B/A/ ALLIED WASTE SERVICES OF
SCHUYLKILL VALLEY
FOR WASTE REMOVAL SERVICES TO INCLUDE REMOVAL OF TRASH, SCRAP,
RUBBISH, RECYCLING AND GARBAGE FROM ALL LOCATIONS
MANAGED BY THE READING HOUSING AUTHORITY.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing
Authority:

1. THAT the terms of the contract with BFI Waste Services of Pennsylvania, LLC,
d/b/a Allied Waste Services of Schuylkill Valley [Leesport, PA] for Waste Removal Services to
include removal of trash, scrap, rubbish, recycling and garbage from all locations managed by the
Reading Housing Authority with the option to renew, are hereby approved, the said Contract to be
in substantially the following form:

CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

2. The said Contract in the amount of \$189,225.00 is the lowest acceptable bid as
reviewed and approved by the Solicitor.

3. This Resolution shall be effective April 1, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which
motion was second by Mr. Colon and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5665

RESOLUTION APPROVING TRAVEL TO HARRISBURG, PA,
TO ATTEND PAHRA'S 2013 LEGISLATIVE CONFERENCE
TO BE HELD MARCH 3 – MARCH 6, 2013.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing
Authority:

1. THAT approval be given to Daniel F. Luckey for travel to Harrisburg, PA, to attend PAHRA's 2013 Legislative Conference to be held March 3 – March 6, 2013.

2. THIS Resolution shall be effective February 26, 2013.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5666

RESOLUTION AUTHORIZING THE DISPOSITION
OF NON-EXPENDABLE EQUIPMENT.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the following non-expendable equipment be removed from the inventory of the Reading Housing Authority in accordance with the Procurement and Disposition Policy:

<u>GLENSIDE MAINTENANCE</u>	<u>DECAL</u>	<u>COST</u>	<u>PURCHASED</u>
Tractor-J. Deere	11295	\$5,326.05	10-1-1992
S/N M00318X103240			

2. THAT the equipment to be scrapped is of no useful value to the Authority, and

3. THAT all useable parts have been salvaged, and

4. THAT the aggregate amount of \$5,326.05, which represents the original purchase price, will be removed from the books of record.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that this non-expendable equipment shall be removed from the Reading Housing Authority's inventory.

THIS Resolution shall be effective February 26, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Colon and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

RESOLUTION NO. 5667

RESOLUTION AUTHORIZING THE PAYMENT IN LIEU
OF TAXES FOR PROJECTS PA-9-1, 2, 3, 4, 5, 6, 8, 10, AND 15,
CONTRACT W-66 FOR THE FISCAL YEAR
ENDED MARCH 31, 2012.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT a Payment in Lieu of Taxes be made to the City of Reading, in the amount of \$203,452.49 to be dispersed proportionately among the City of Reading, the Reading School District, and the County of Berks, for the PHA Owned Rental Housing Federally Subsidized, Contract W-66, Projects PA-9-1, 2, 3, 4, 5, 6, 8, 10, and 15, for fiscal year of the Reading Housing Authority ended March 31, 2012.

2. THIS Resolution shall be effective immediately.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

There being no further business to come before the Commissioners, a motion was made by Mrs. Acosta and second by Mr. Colon to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, March 26, 2013.

Recording Secretary